UTAH RURAL GOVERNMENT GEOGRAPHIC INFORMATION SYSTEMS 2001 ASSISTANCE PROGRAM

PROGRAM DEFINITION AND REQUIREMENTS FOR COUNTY FUNDING PROPOSALS

I. INTRODUCTION

A. Overview of the Rural Government GIS Assistance Program

In recent years, Geographic Information Systems (GIS) technology has become an indispensable tool for organizations involved in planning, economic development, resource management, facilities management, redistricting, land records management, and a wide range of other activities which use geographically referenced information. This is certainly true of local, state, and federal agencies operating within the State of Utah.

As a basis for organizing and sharing geographic data, the Utah Legislature created the State Geographic Information Database (SGID) under authority of U. C. A. 63A-6-203. The SGID is designed to facilitate information sharing, decision-making, and policy formulation by all users—agency personnel, legislators, and citizens. As a comprehensive geographic database, the SGID contains a broad inventory of geographic information accessible to a multitude of users. It is important to note that without the cooperation of federal, state, and local agencies, this effort would not be possible. Fundamental to this is the realization that the benefits to be gained by mutual cooperation in sharing far outweigh the costs.

State policy, as developed by the GIS Advisory Committee (GISAC), recognizes the necessity of involvement by local governments. Although coordination of GIS policy and standards activities at the State level is important, two key points must be acknowledged:

- Most data should be created and kept current by agencies (often local) that have a programmatic need or mandated responsibility for specific layers.
- Because users close to the geographic features usually have firsthand knowledge of the data and can provide more accurate and timely data, local governments should be encouraged to create and share data.

The 1998 Legislature recognized that although many benefits to the State can be derived by GIS implementation in rural areas, many rural governments do not have the resources to implement the technology. The Legislature therefore appropriated $200,000 to the Automated Geographic Reference Center (AGRC) for the Utah Rural Government Geographic Information Systems Assistance Program, hereafter called the "Program." That Program was again funded during the 2001 Legislature, appropriating another $200,000 to be used by rural counties to develop their cadastral data infrastructure.

B. County Participation in the Program

It was the intent of the Legislature to focus on county government implementation of GIS in rural environments. Coordination with other government entities in their area is expected and should be reflected in the County GIS Implementation Plan developed for the proposal.

It is the intent of the Program to afford each county the widest possible latitude in its development and implementation of the County GIS Implementation Plan. However, this intent must be balanced by the need for the effective use of public funds for programs which are consistent with, and will ultimately contribute to, development of a statewide GIS effort. The plan should include considerations of both communications components and data creation for the State Geographic Information Database. The County GIS Implementation Plan, submitted as part of the proposal for funding, represents an agreement between the County and the State. This agreement is designed to facilitate the Program objectives of GIS implementation and integration with State activities.

II. PROGRAM DEFINITION

A. Eligible Applicants

The intent of the Program is to encourage and support counties as the coordinating entity for GIS implementation and integration within their area. All rural counties are eligible for Program funds; other rural government entities are eligible through participation with the county proposal. Counties classified third class through sixth class (U. C. A. 17-16-13) are eligible for funding through the Program (see list of counties in Attachment 1). Proposals must have the approval of the county legislative body prior to submission.

B. Funds available

The Program was funded in the 2001 General Session through H. B. 3, Item 41 with the following: "It is the intent of the Legislature that these funds be used to support rural government efforts to locate or establish survey control corners and enable digital parcel mapping activities. This funding will go directly to rural subdivisions of the state to be used for the protection of citizens' private property rights and public benefit through inclusion in the State Geographic Information Database. Distribution of funds by the Automated Geographic Reference Center will be based on the recommendations developed after consultation with the Rural Partnership Board and the Utah Association of Counties." Subsequent to the Legislative Session, meetings were held with the mentioned entities, as well as with key legislators to solicit recommendations and guidance.

The current appropriation is one-time money. Although legislators are considering options for continuing the Program, the available funding must be divided to ensure equity and maximum benefit. For that reason, funds allocated for any proposal are limited to $20,000.

C. Matching Funds

Although the Legislature recognized rural governments' limited resources to implement this technology, they also believed there should be a commitment to contribute to the extent possible. The Legislature realized that rural governments have varying abilities to invest, and directed the Program to establish a sliding requirement for matching funds. All proposals must indicate the ability to match requested funding amounts as follows (also see Attachment 1):

Class 3 counties	100% match
Class 4 counties	85% match
Class 5 counties	70% match
Class 6 counties	55% match

All matching funds must be in the form of a hard match; that is, money dedicated by the county for personnel, equipment, or other activities eligible under this program.

D. Eligible Activities

A primary objective of the Program is the creation and sharing of digital geographic information. Funding should be focused on "acquisition of geographic data, integrating systems, and supporting activities."

The Program will:

- assist rural governments in developing the capacity to implement GIS;
- train rural governments in standards and procedures related to the cadastral data base;
- create cadastral data for counties, the State, and our citizens; and,
- develop an infrastructure for a more informed public and decision-makers.

Proposals may include, but are not limited to, funding for the following:

- GIS data including parcels and boundaries;
- data-enabling activities such as "corner monumentation," surveying, or GPSing;
- GPS hardware and GIS software and dedicated hardware;
- training; and,
- technical assistance.

As indicated above, the Program is intended to assist rural governments to better fulfill existing responsibilities or requirements. It is intended the funding be used to build capacity within county government so the tools and expertise can be used for subsequent applications. Because the primary benefit to the State comes from the shared use of locally developed data, proposals should include a description of compliance to hardware, software, data, and access standards.

Indirect administrative costs incurred in developing or implementing the proposal are not eligible for funding through the Program.

E. Time Frame for Proposals

All proposals for fiscal year 2002 funding through the Program must be received by the Automated Geographic Reference Center by July 31, 2001. It is anticipated that proposals will be evaluated and funds available by September 1, 2001. It may be necessary to allow additional time after September 1 to negotiate aspects of some proposals.

F. Training

Funded counties will be required to attend technical training before receipt of funds. This training will consist of one day covering legal and technical issues of cadastral data and information about relevant national standards. It will cover acquisition of corner coordinates, parcel mapping, data evaluation and acceptance, internet access, and standards relating to cadastral data. This training will be for both supervisory and technical staff working for each county receiving a grant through this program.

III. PROPOSAL REQUIREMENTS

A. Funding Proposal Process

Counties are expected to coordinate the GIS implementation efforts within their area through the Program. They are encouraged to develop multi-participant and multi-purpose proposals where possible. To justify the expenditure of State funds, data developed should be standardized, fully integrated, and sharable as indicated above in the description of eligible activities.

B. Proposal Format

To receive Program funding, all eligible applicants will submit a proposal to the Automated Geographic Reference Center which includes the following two required sections.
Section 1. Proposal Summary
This section should be short and concise, expanding on elements as needed in the County GIS Implementation Plan. It should include:
- an intent statement, including activities addressed by the project;
- a statement of need, describing the problems the project would address and the degree to which the problem would be alleviated;
- a description of the proposed project;
- the name of the primary contact person and list of collaborators;
- a description of benefit to the State and other participants;
- the project budget, including matching funds; and,
- the proposed project time frame and major benchmarks and outcomes.
- proposals must have the approval of the county legislative body prior to submission

Section 2. County GIS Implementation Plan–Required Format

The County GIS Implementation Plan is a tool for the county to evaluate, analyze, and plan strategically for the improvement of county and other local functions which benefit from the use of geographic information systems technology. The complexity and detail of the plan is primarily up to the county. To facilitate meeting the objectives of the Program and for proposal evaluation purposes, a standard format is required which addresses certain central issues. It should be understood that what is required is a standard format for plans, not standard plans or a standard planning process. In this fashion, counties may address their own needs and priorities in the plan.

The following provides an outline detailing the minimum elements that must be included in the plan in order to meet Program requirements. These elements are followed by a brief explanation of details required under each heading. The county may expand on the format and may include as much detail as it needs to make the GIS planning process useful to the county and other participants in the Program at the local level. It should be noted that the County GIS Implementation Plan should be a dynamic document and process. Counties are encouraged to update and revise plans where appropriate to the needs of the county.

All plans shall have four sections, organized as follows:

1)   Introduction

The introduction shall identify participants in the GIS planning process, including a listing of all departments or agencies involved in developing the plan. The Introduction will also briefly describe the general intent of the county for implementation of GIS.

2) Current Activities and Inventory

An essential element to the GIS implementation process is an inventory and assessment of the current status of geographic information and geographic information systems within the county. An attempt should be made to contact all local officials including federal, state, local, and private sectors involved with geographic information. The assessment component may be a formal user needs assessment or alternatively, may be an informal evaluation of current status, needs, and priorities. The purpose of this inventory and assessment is to enable those preparing the plan to devise a thoughtful Program implementation strategy from an informed perspective.

3) Goals and Objectives

The County GIS Implementation Plan shall include a statement of the goals and objectives of the participants in the Program at the local level. The central theme of any successful plan is a set of goals that emphasize coordination and cooperation within and between levels of government. The goals should be specific as to what participants hope to accomplish within the scope of the entire implementation process. The goals should be achievable both in the proposed project phase and the long-term commitment efforts by the county.

4) Implementation Plan

This section will detail the project implementation plan. The plan must identify the data to be created, process used, and standards used in creation and documentation of the data. To be useful to the State and other subsequent users, all data must meet National Positional Accuracy Standards requirements and be compliant with the National Digital Geospatial Metadata Content Standard. AGRC will assist counties in understanding and implementing these standards. The plan must describe the counties commitment to ongoing ability to retain GIS staff. Technical assistance to implement the technology should be short term only while the county develops expertise to continue the Program in-house. The plan must describe the county's strategy for providing public and private access to data created through this Program. The plan should describe any institutional arrangements or agreements required in the development, implementation, and maintenance of the plan. The plan should describe the county's strategy for communication, education, and training. The plan must describe its

process to document progress on the plan including development of a interim progress report (required deliverable prior to December 31, 2001) and a final summary report (required deliverable prior to June 30, 2002).

IV. CONTACT INFORMATION

A. Proposal Consulting

Prior to submitting proposals, counties are encouraged to consult with the Automated Geographic Reference Center, the Governor's Office of Planning and Budget, the Utah Association of Counties, and others to develop strong, technically sound proposals.

AGRC	Bob Nagel	801-538-3291	For questions regarding this funding Program.
GOPB	Cort Utley	801-538-1556	For questions regarding the Rural Partnership Board or the Quality Growth Commission.
UAC	Brent Gardner	801-265-1331	For questions regarding county issues or activities.
	Vaughn Butler	President, Utah Association of County Surveyors	
		801-265-1331	For technical survey questions and issues.

B. Proposal Submission

Proposals including one original and three copies must be received by the Automated Geographic Reference Center by July 31, 2001.

> Automated Geographic Reference Center
> Attn: Dennis Goreham, Manager
> 5130 State Office Building
> Salt Lake City, UT 84114

ATTACHMENT 1

County Classes (U.C.A. 17-16-13)

COUNTY	1997 POPULATION	CLASS
Beaver	5,742	5
Box Elder	40,235	3
Cache	84,186	3
Carbon	21,643	3
Daggett	753	6
Davis	224,307	2
Duchesne	14,402	4
Emery	10,929	4
Garfield	4,525	5
Grand	8,830	5
Iron	29,338	3
Juab	7,702	5
Kane	6,039	5
Millard	12,068	4
Morgan	6,875	5
Piute	1,534	6
Rich	1,788	6
Salt Lake	830,627	1
San Juan	13,541	4
Sanpete	20,581	3
Sevier	18,238	3
Summit	24,675	3
Tooele	31,997	3
Uintah	24,637	3
Utah	330,803	2
Wasatch	12,925	4
Washington	76,348	3
Wayne	2,440	6
Weber	181,045	2